das INSTITUT FÜR INTERNATIONALE STIEFOGRAFIE erforscht und entwickelt die anwendbarkeit der stiefografie auf fremdsprachen und veröffentlicht dazu geeignete pädagogische lehrmittel, wofür es allein alle rechte besitzt.

das ZENTRALINSTITUT FÜR STIEFOGRAFIE in frankfurt/m klettenbergstr. 25 tel. 55 68 62 und seine regionalen INSTITUTE FÜR STIEFOGRAFIE veranstalten in zusammenarbeit mit zahlreichen fortbildungseinrichtungen (volkshochschulen u.a.) unterrichtskurse in stiefografie.

voraussichtlich	to be published
ende 1973 erscheint	end of 1973

STIEFOGRAFIE INTERNATIONAL – ENGLISH II
textbook of the advanced course
lehrbuch der englischen geschäftsschrift

in vorbereitung – en préparation – en preparación

STIEFOGRAFIE INTERNATIONAL – FRANÇAIS I
course élémentaire

STIEFOGRAFIE INTERNATIONAL – ESPAÑOL I
curso fundamental

INSTITUT FÜR INTERNATIONALE STIEFOGRAFIE
INSTITUT FÜR STIEFOGRAFIE SÜDWEST
leitung
oberstudienrat günter von golitschek
69 heidelberg, kaiserstr. 12 tel. 20298
6908 wiesloch, goethestr. 12 tel. 1496 (ab 9/74)

STIEFOGRAFIE INTERNATIONAL

the modern international shorthand
la sténographie internationale moderne
die moderne internationale kurzschrift

ENGLISH I

textbook of the complete elementary course
both in english and german

Vereinigung
Rationelle
Stenografie e. V.
c/o Bürogemeinschaft Großauheim
Auwanneweg 72
D-6450 Hanau-Großauheim
Telefon 06181-53139

D91
TUT FÜR INTERNATIONALE STIEFOGRAFIE
2501

grundlagen der stiefografie

"stiefografie international" ist ein internationales kurzschrift-system und auf alle wichtigen welthandelssprachen anwendbar. es basiert auf der von helmut s t i e f entwickelten "stiefografie - das kurzschriftalfabet der deutschen sprache".

die stiefografie benützt ein vierzeilen-system. der abstand zwischen zwei zeilen heißt stufe. die grundlinie dient als schreibzeile.

jedes wort wird aussprachegetreu geschrieben (phonetisches prinzip).

große und kleine buchstaben werden nicht unterschieden. stumme buchstaben bleiben unberücksichtigt.

die stiefografie kennt im gegensatz zu anderen kurzschrift-systemen keine druckverstärkung, was das schreiben mit tinte sehr erleichtert.

jedes mitlautzeichen wird abwärts geschrieben ("abwärtsstrich") und endet im "fußpunkt". alle mitlautzeichen sind entweder halb- oder ganzstufige abwärtsstriche.

alle aufwärts geschriebenen striche ("aufwärtsstrich") dienen nur dazu, abwärtsstriche miteinander zu wörtern zu verbinden.

selbstlaute werden nicht geschrieben, sondern nur durch die stellung der fußpunkte der mitlautzeichen angedeutet.

basic principles of stiefography

"stiefografie international" is an international shorthand system applicable to all important world trade languages. it is based upon the shorthand system "stiefografie - das kurzschriftalfabet der deutschen sprache" developed by helmut s t i e f .

stiefography uses a four-line-pattern. the distance between two lines is called a step. the base line is the writing line.

each word is written as pronounced (phonetic principle).

no distinction is made between capital and small letters. all mute letters are omitted.

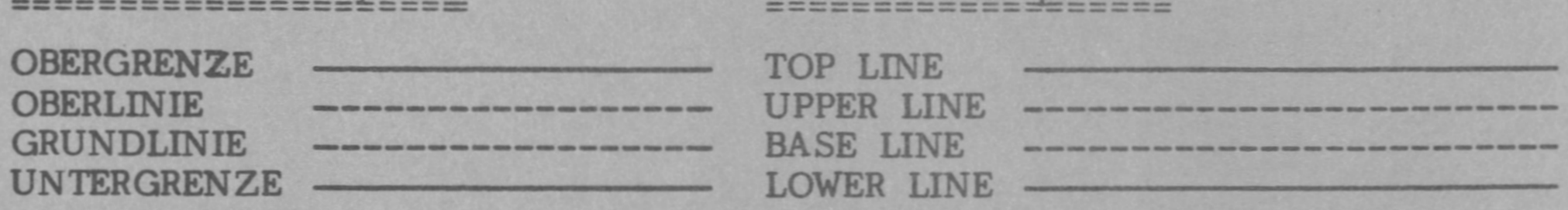
as opposed to other shorthand systems stiefography does not differenciate between light and heavy strokes thus facilitating writing in ink.

every consonant sign is written in downward direction ("downstroke") and terminates at its so-called "footpoint". all consonant signs are either half-step or full-step downstrokes.

all strokes written in upward direction ("upstrokes") have no other function than simply to combine the downstrokes with one another thus forming the words.

vowels are not written but only indicated by the variable position of the footpoints of the consonant signs.

das vier-zeilen-system



the four-line-pattern

t h e s i g n s a n d r u l e s o f s t i e f o g r a p h y

in **ENGLISH** see page 22

S T I E F O G R A F I E
I N T E R N A T I O N A L

the modern international shorthand
la sténographie internationale moderne
die moderne internationale kurzschrift
la taquigrafía internacional moderna

ENGLISH I

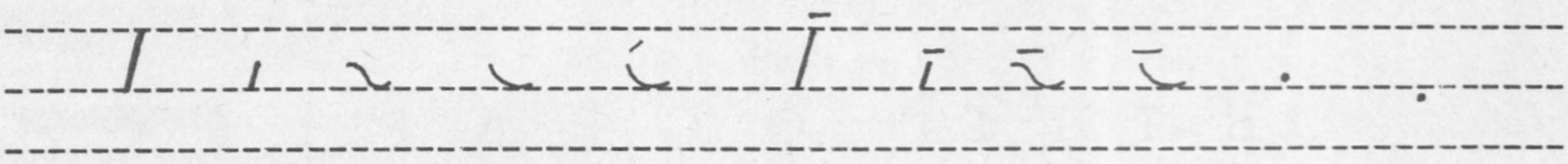
deutschsprachiges lehrbuch
der englischen grundschrift

verfasser GÜNTER von GOLITSCHEK

alle rechte der veröffentlichung des
kurzschriftsystems stiefografie
für deutsch bei helmut stief,
frankfurt, für jede andere sprache bei
günter v. golitschek, heidelberg

Deutsche Bibliothek
Frankfurt am Main
D91/2501

1. LERNABSCHNITT



b t r th d bb tt rr dd the to

alle mitlautzeichen - im folgenden nur "zeichen" genannt - werden abwärts geschrieben und enden im fußpunkt.

zur verbindung der zeichen dienen aufwärtsgerichtete verbindungsstriche, die im fußpunkt eines zeichens beginnen und im kopfpunkt des folgenden zeichens enden.

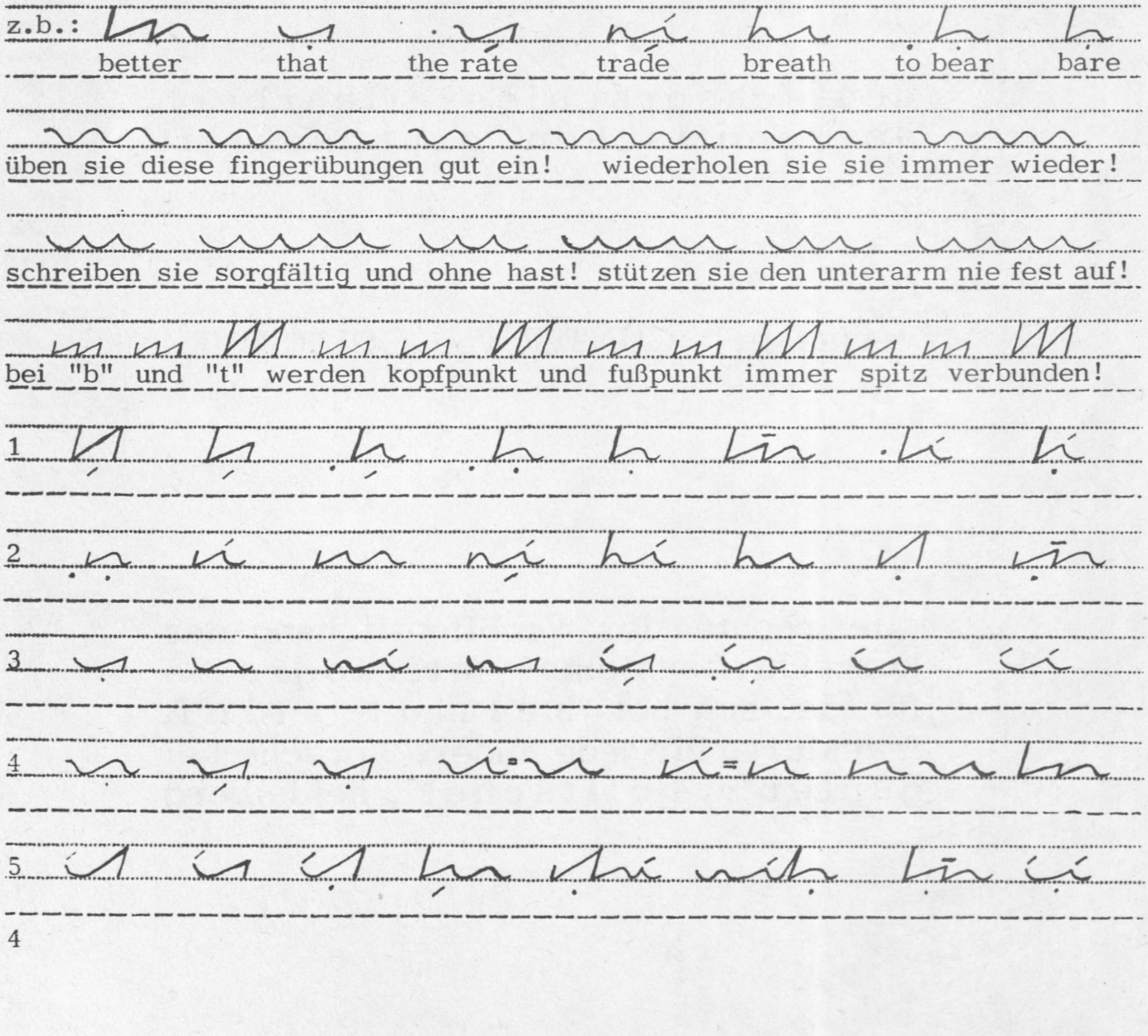
die e n g e verbindung zweier zeichen bedeutet "mitlautfolge".

die h a l b w e i t e verbindung zweier zeichen, deren fußpunkte in g l e i c h e r höhe stehen, bedeutet "e" (wie in "bed"); mit einem zusätzlichen punkt unter dem verbindungsstrich bedeutet diese verbindung "ae" (wie in "bad"); mit einem untergesetzten schrägstrich bedeutet sie "äi = ej" (wie in "date", "day").

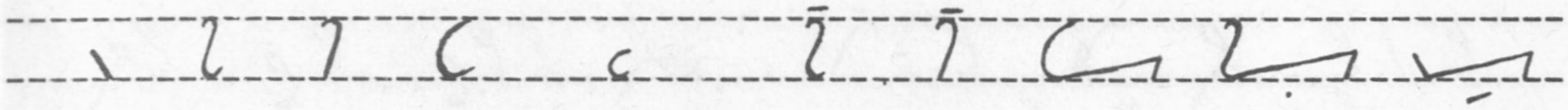
doppelmitlaute werden durch einen waagrechten strich ("verstärkungsstrich") angedeutet.

alle über- und untergesetzten striche und punkte können weggelassen werden, wenn dadurch keine verwechslungen auftreten können.

spitze und runde verbindungen müssen deutlich unterschieden werden.



2. LERNABSCHNITT

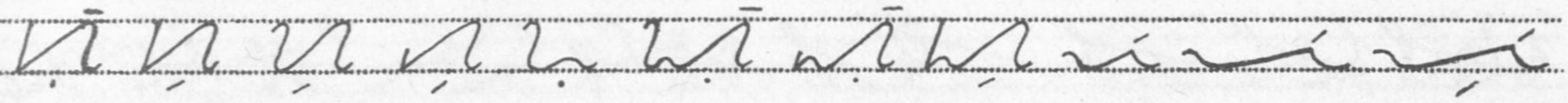


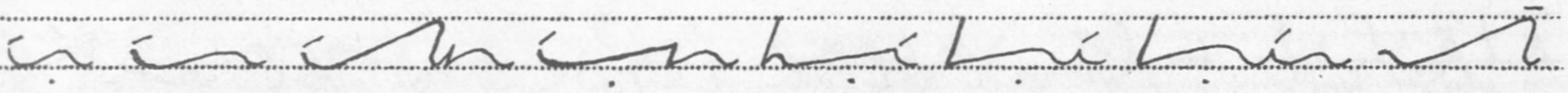
g k. nd w stützzeichen ck nt what caught goat

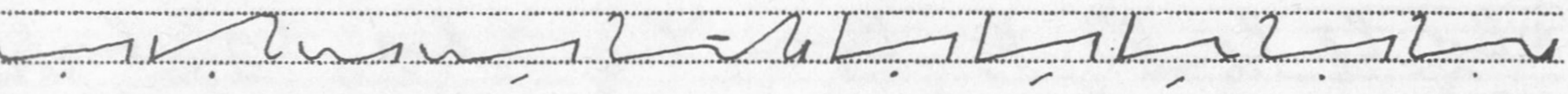
die weite verbindung zweier zeichen, deren fußpunkte in gleicher höhe stehen, bedeutet "o" (wie in "on"), mit untergesetztem punkt "o:" (wie in "all", "ought"), mit untergesetztem schrägstrich "ou" (wie in "boat", "go").

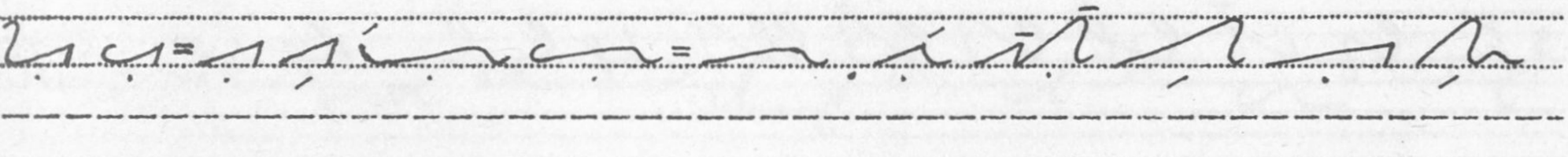
folgen zwei selbstlaute aufeinander, dann wird zwischen sie das stützzeichen - ohne eigenen lautwert - gesetzt und wie ein mitlautzeichen behandelt.

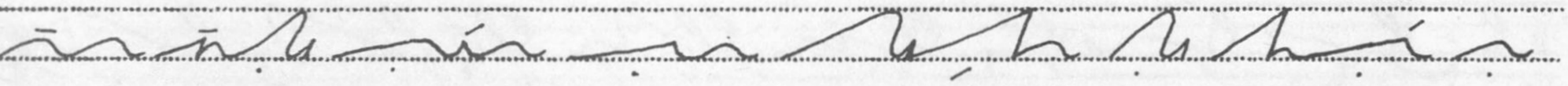
steht ein selbstlaut am wortanfang, dann beginnt der verbindungsstrich stets auf der grundlinie; steht ein selbstlaut am wortende, dann wird der verbindungsstrich wie vor dem stützzeichen geschrieben.

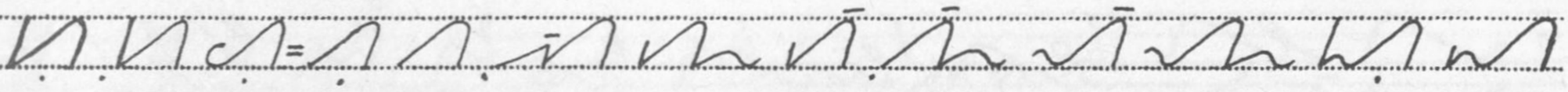
1 

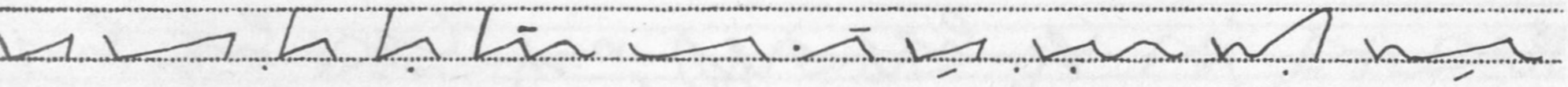
2 

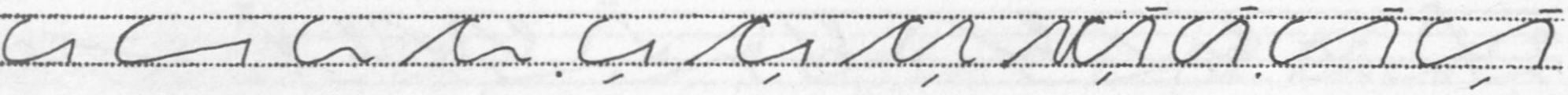
3 

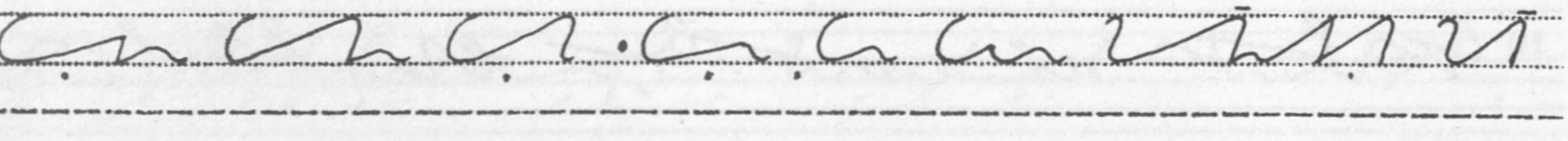
4 

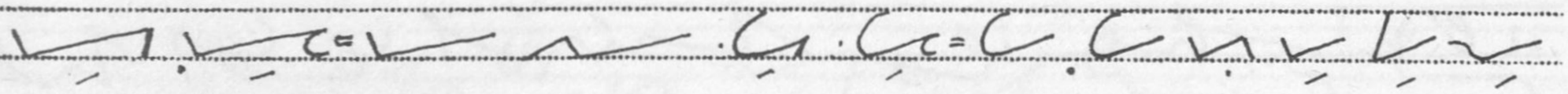
5 

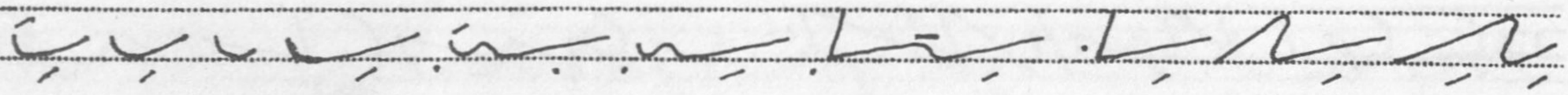
6 

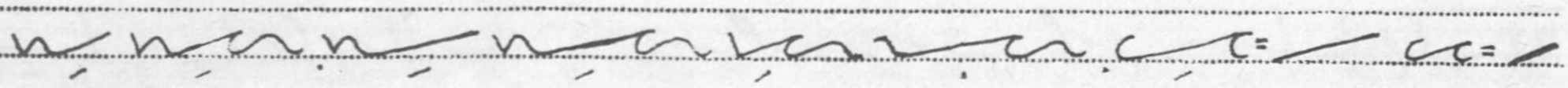
7 

8 

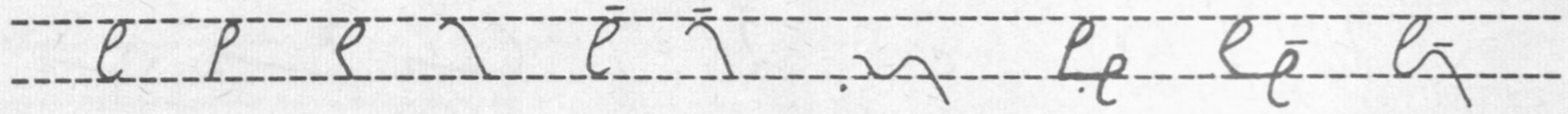
9 

10 

11 

12 

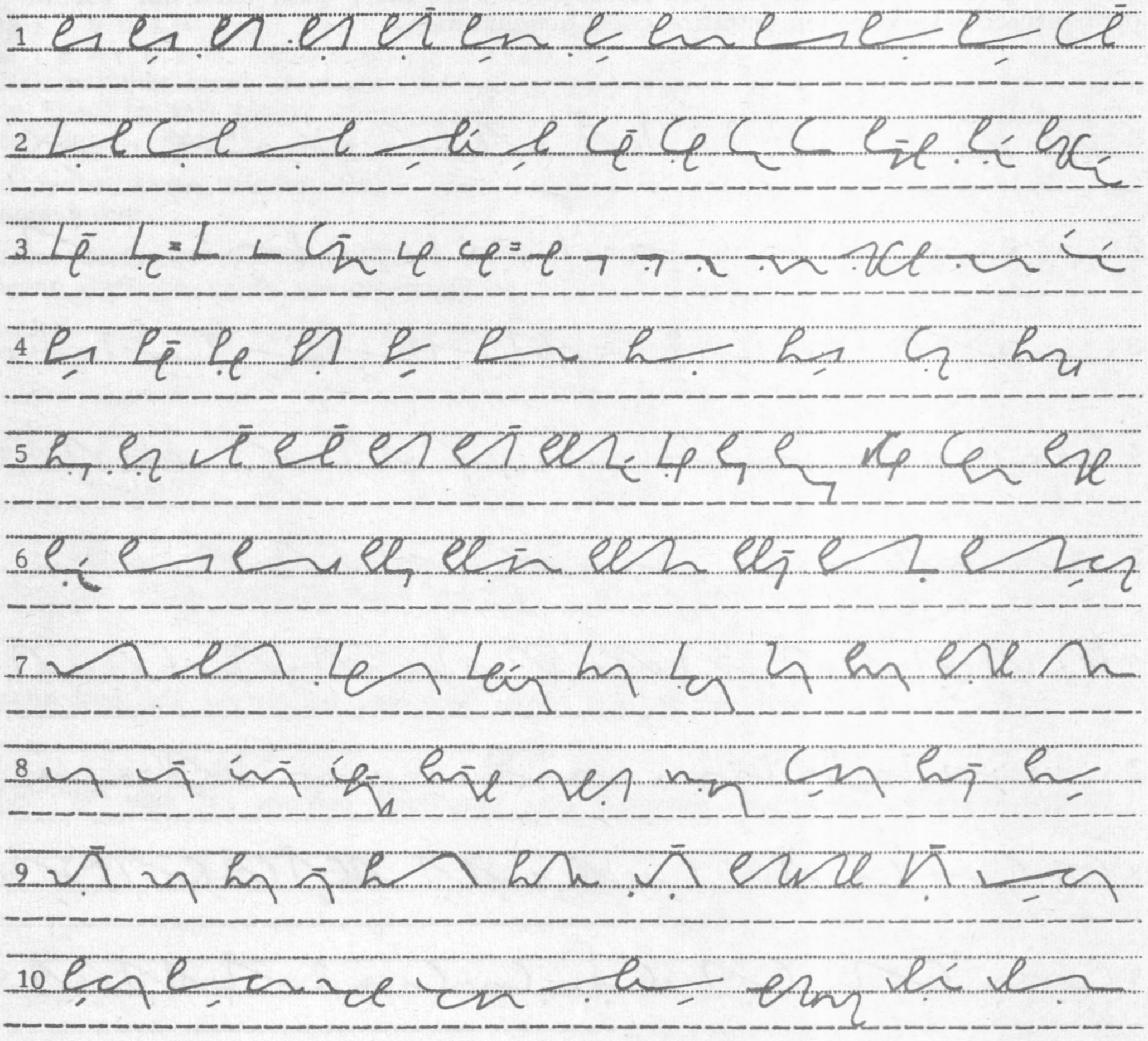
3. L E R N A B S C H N I T T



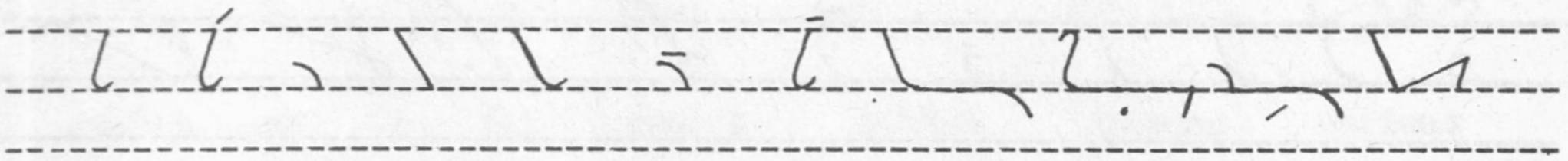
l st sp ng ll nk to ring steal spill link

"i" wird durch die e i n f a c h e verbindung zweier zeichen dargestellt. der fußpunkt des auf das "i" folgenden zeichens steht eine h a l b e stufe t i e f e r als der unmittelbar vorausgehende fußpunkt.

"i:" (lang wie in "eat", "need") wird zusätzlich durch einen untergesetzten punkt gekennzeichnet.



4. L E R N A B S C H N I T T



v f n y j/dge nn ff june cute noun yet

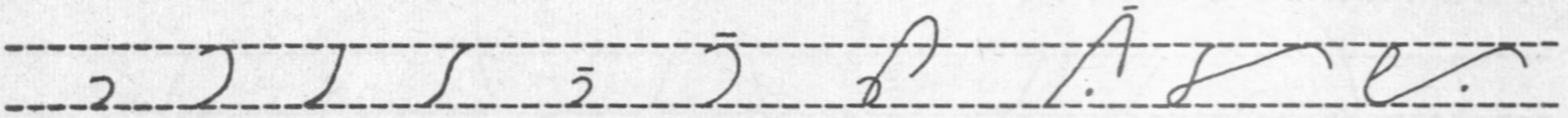
"u" ("good") wird durch die w e i t e verbindung zweier zeichen dargestellt. der fußpunkt des auf das "u" folgenden zeichens steht eine h a l b e stufe t i e f e r als der unmittelbar vorausgehende fußpunkt.

"ju" ("duty") wie "u" - aber mit punkt unter dem verbindungsstrich.

"au" ("how") wie "u" - mit schrägstrich unter dem verbindungsstrich.

1
2
3
4
5
6
7
8
9
10
11
12
13

5. LERNABSCHNITT



s m h sh ss mm some aunt shine lion

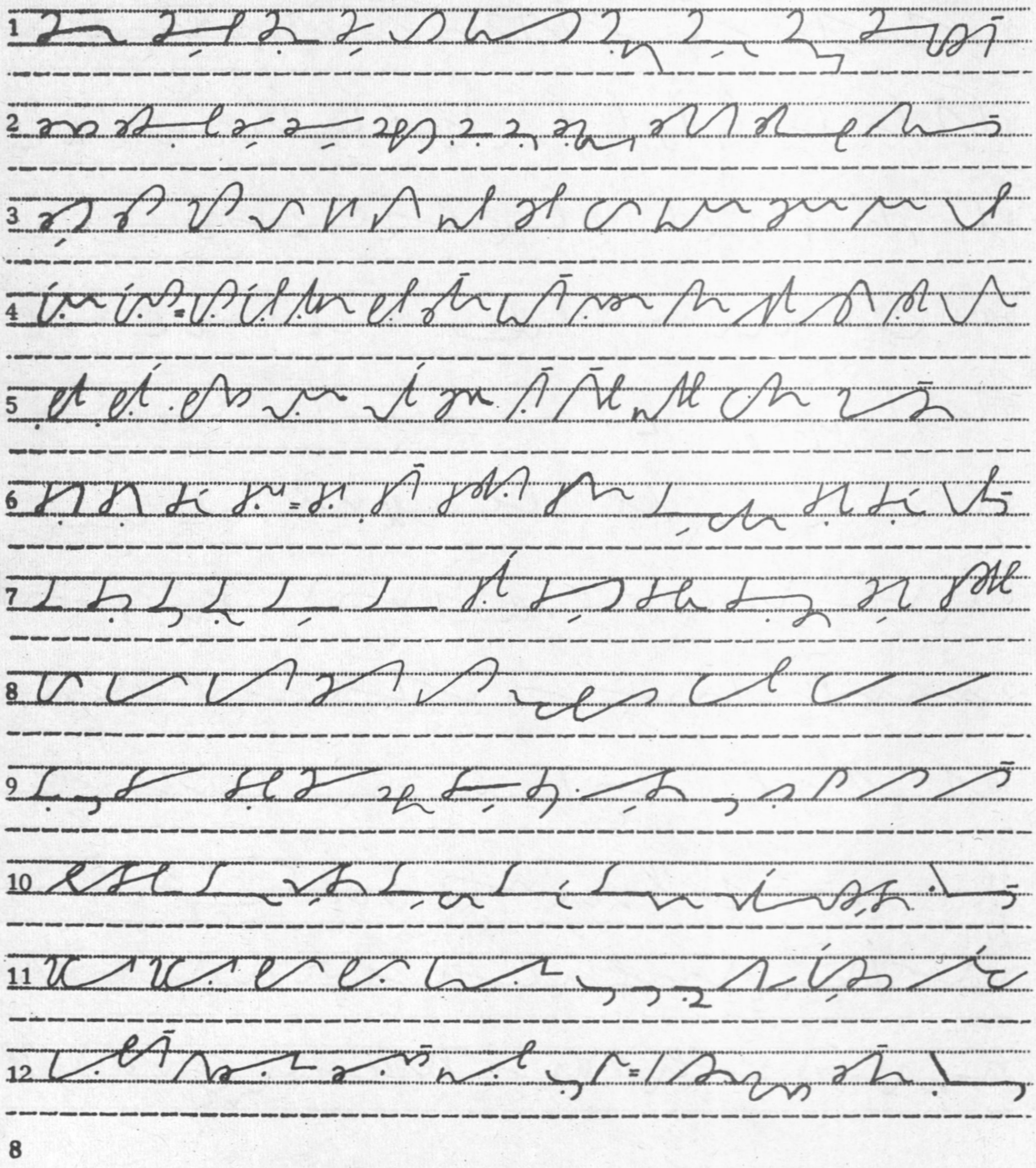
"s, m, h, sh" werden, wenn ein aufwärtsgerichteter verbindungsstrich folgt, m i t f u ß s c h l e i f e geschrieben.

"â" ("but") wird durch die e i n f a c h e verbindung zweier zeichen dargestellt. der fußpunkt des auf das "â" folgenden zeichens steht eine h a l b e stufe h ö h e r als der fußpunkt des vorausgehenden zeichens.

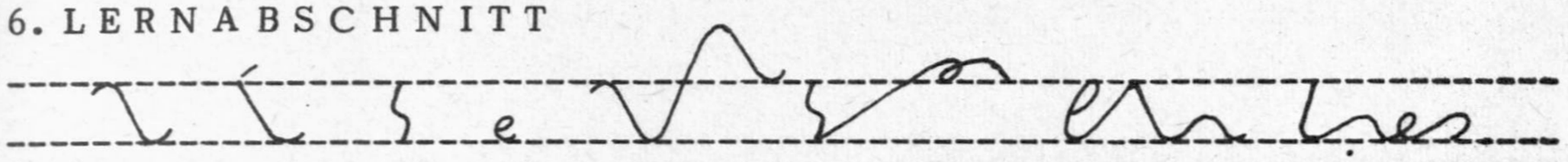
"a:" ("arm") wie "â" - aber mit punkt unter dem verbindungsstrich.

"ai" ("my", "line") wie "â" - aber w e i t e verbindung.

"aie" ("lion") wie "ai" - aber mit punkt unter dem verbindungsstrich.



6. L E R N A B S C H N I T T



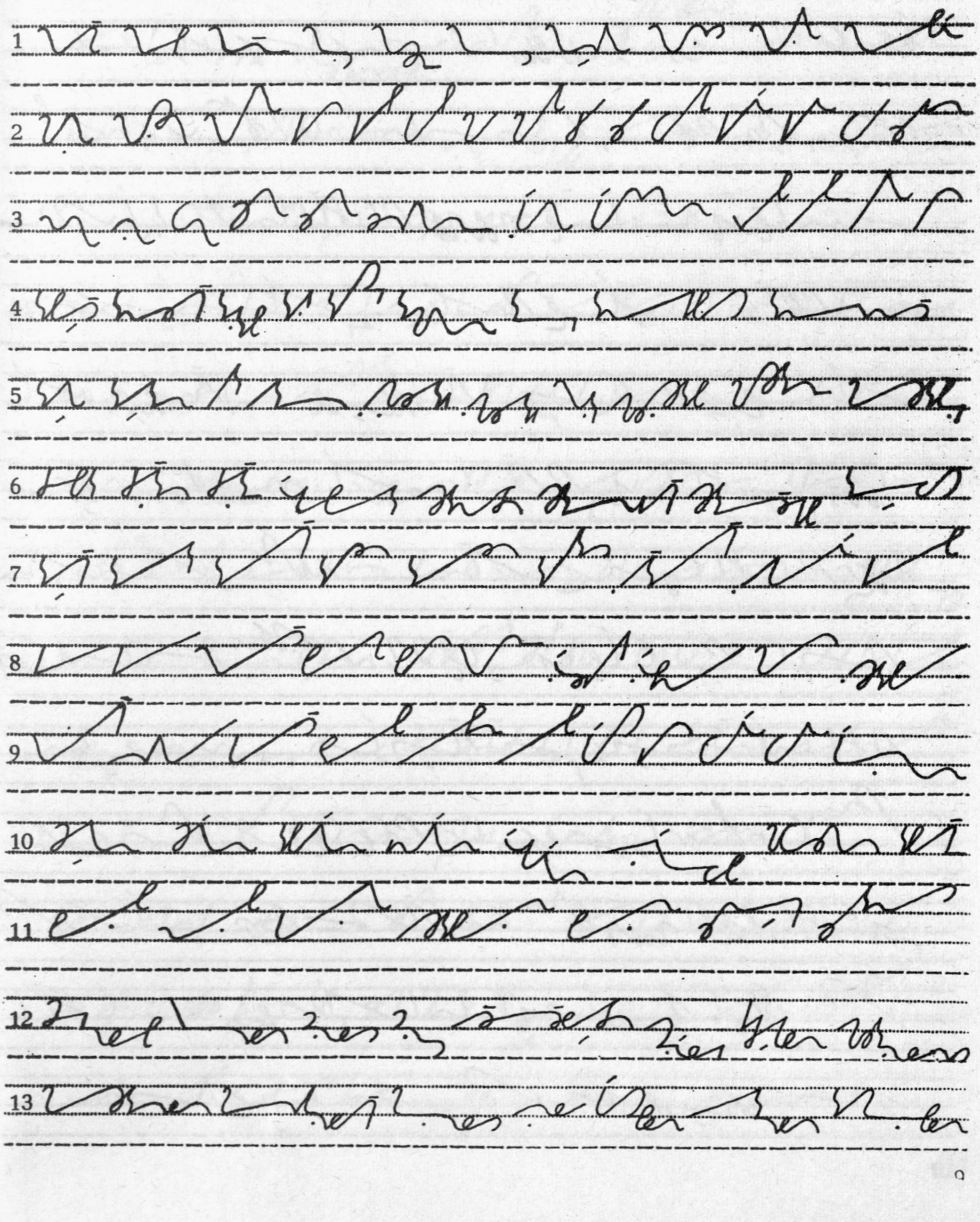
ch/tch zh p (i) church poison leisure various

"ö:r" ("bird", "learn") wird durch die e i n f a c h e verbindung **zweier** zeichen dargestellt. der fußpunkt des auf "ö:r" folgenden zeichens **steht eine** g a n z e stufe h ö h e r als der fußpunkt des vorausgehenden **zeichens.**

"oi" ("boil") wie "ö:r" - aber w e i t e verbindung.

"oie" ("royal") wie "oi" - mit punkt unter dem verbindungsstrich.

der i-ähnliche unbetonte halbvokal (wie in "serious"), der eng auf einen **mit**laut folgt, wird durch das obige halbvokalzeichen "(i)" **dargestellt.**



sätze:

brief:

sätze:

brief:

in den folgenden texten sind die zusatzzeichen meistens weggelassen.

sätze:

brief:

briefe:

für besonders häufige wörter gibt es besondere kurzzeichen, z.b. für:

you = ⌊ that = ⌒ of = ⁀

briefe: 1)

2)

weitere kurzzeichen:

in = this = not =

briefe: 1)

2)

briefe: 1)

16

brief:

basic principles of stiefography (s. seite 2 - see page 2)

seite 4: babe bate to bathe to bear bare better the bed bad 2. to tear ted tether trade bread breath tab tatter 3. that their/there thread threat date to dare death dead 4. rare rate rat red/read=red ted=ted :ed read better 5. deb debt dab bather tabard threadbare batter dad

:eite 5: back bake cake take care crack track break red rod road . dare door doctor daughter broad board border rock 3. thought talk hreat throat correct bought boat both caught court 4. cat +at=at te/eight door +or=or to add attack oak ought acre 5. error attract rder author october act abroad air/heir 6. band to bend +and=and end to attend tender tent to enter rent render brand trend 7. get got to beg bag beggar dog the egg gate to gather grand growth 8. wet what where aware to wait await awake acquaint went to want won't 9. water wander walk the war to wear weather/whether contraband kent 10. goat to go+=go ago the weight the way+=way to weigh gag gay bay ray 11. day they the though to draw to throw to borrow the bow echo okay 12. grey greyer to grow grower gayer rawer to +owe+=owe/oh +a+=a

seite 6: let late to lend the land lack later to lay leather lot law low well 2. ball wall all old ale will wheel with we little to lead liquid 3. bill be tea winter till ill it eat ear eager equal either did 4. state still steal/steel stand stay store straw straight week strict 5. street to speak tell spell spend spent splendid beast spit spirit twist whisper spindle 6. speed spot sport split splatter splendour splint spondee spondaic 7. wrong along to belong building bring being king spring spangle angry 8. thing think drink distinct sprinkle england greeting waiting sprint spray 9. rank ring string ink strong strength to thank spectacle bank going 10. laying lower real theatre although electric glad glory 11. length already below according guest guilty distant interest 12. we will be back at 4 o'clock a week ago we bought a dog 13. it will be better to tell the daughter the story they quickly went to their boat

seite 7: fat fact factor fair friend fond for forget forgive before 2. of/off over offer offend ever affair afraid never favour 3. faint faith very fit feet to feed figure beef if field/filled finger feeling victory 4. foot fruit food fool full look good took to/too into 5. today together through fearful cruel brewery wool 6. cute beautiful duty to do due few view fuel duet 7. wood truth during to value valuable gradually irregular 8. year yellow yesterday youth to yield yet your you beyond york 9. again against any can to know on nobody only when then than 10. about account allow around to bow crowd now new never nephew 11. in out our/hour even flower ground towel without near spoon 12. job jewel general bridge cottage to arrange edge age orange 13. to engage range knowledge language object original next gentle

seite 8: more most many may them from meeting mouth minute movement 2. sense small say so system to see seen secret second school across 3. same some come run but tongue trust must one brother mother other just 4. father farm fast after last suffer front answer under above among ask judge 5. to love to laugh the lungs rather rough month aunt uncle trouble wonder common 6. hand hang head heart to hunt husband hunger however have had justice 7. he has his here how who half home health human make humble 8. fun fine find mind time realize while why I 9. she is shy shall my sister show him the ocean is as us eyes ice 10. especially sure nation shower should sugar information the use 11. quite quiet line lion variety this is easy and a famous idea 12. violent anxiety science trial these are americans centre to use

seite 9: check chest cherry cheese chimney choose change chance charge child 2. catch charming church burn burst first car curve her

sir work bird birth were certain 3. rich each which much such century to fetch furniture girl early urge earn 4. place present people part permit picture put problem progress 5. page paper up upon to accept to except cheap example company complete 6. help happen happy develop impression important impossible poem 7. paint pipe point person poison purpose to appoint to avoid boil 8. by boy choice like learn journey to disturb to destroy coin to employ 9. joint enjoy voice spoil oyster oil firm turn word worth future 10. major measure pleasure treasure division usual question plenty 11. loyal royal voyage employer lawyer surround surprise 12. material union serious series association immediate behaviour experience 13. companion convenient curious area familiar opinion peculiar

seite 10: if I want a thing done well I do it myself we have already negotiated with several manufacturers please notify us and we will send you the special shipping instructions since we do not forward the goods ourselves we are not in a position to tell you how long it takes to execute such an order we are certain that a trial order will give you full satisfaction and we shall be very glad to hear from you - gentlemen we gratefully acknowledge receipt of your order of july 17th with your check enclosed in appreciation of the business you have been giving us and in view of the agreeable business relations between us we have decided to offer you the advantages of an open account with us we feel that this will make transactions more convenient and have therefore noted your account for our regular credit terms we trust that the business relations between us will develop to such an extent that we shall gladly extend larger credit accommodations to you from time to time please be assured that if we can be of assistance to you we shall be at your disposal at any time very truly yours

seite 11: the company is not liable for damage caused during shipment we therefore assume that you will now be so kind as to see to it that we receive the above mentioned amount as soon as possible in our opinion it is indispensable that under these circumstances the matter be settled at once it is extraordinarily difficult to obtain information on whether transport is possible at all in that region - dear sirs I should be much obliged if you could let me know what appartments you have listed in your vicinity that might meet my particular requirements I am looking for an appartment of not more than six rooms and not more than ten minutes from the railroad station the appartment must have at least one bathroom and a fully-equipped kitchen it should have central heating and be offered at a price that would permit me to renovate it wherever necessary without my having to invest too much money I am prepared to pay between sixteen and twenty thousand dollars please send me a detailed description of the appartments that you feel might be suitable very truly yours

seite 12: it seems that hardly anyone has enough money at the moment obviously they have sent me the wrong order the case will be investigated at once - dear mrs bell much to our surprise we learned from our bookkeeping department that you have not made use of your charge account at our store for some time and we hope that this is not due to any lack of prompt and good service on our part we feel certain that with our large assortment of goods and efficient organization we are in a position to supply you with everything you may need to your complete satisfaction since we are part of a widespread network of chain stores we have the opportunity to buy at a more advantageous price than other businesses also we are happy to announce the installation of our new telephone order department in this department we have competent and efficient house shoppers who do your shopping for you: all you have to do is place your order by phone where else can you find these advantages and such perfect service we are looking forward to receiving your orders more often in future

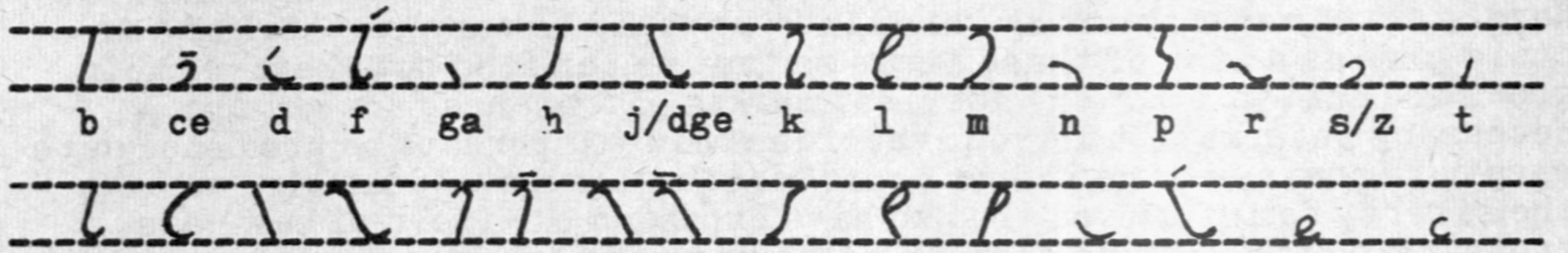
seite 13: sir we have for many years been importers of miniature cameras mainly from germany we learn that in recent years several english firms have started manufacturing this line we would be very grateful if you could give us a list of these firms so that we can find out whether their goods are suitable for the american market if you have not got the necessary information in your records would you perhaps be good enough to pass our inquiry to the proper department in london - dear sir we take the liberty to inform you that we have expanded our field of business transactions to include certain goods produced by countries of the communist block we have been able to establish valuable contacts with these branches of industry and believe the prospects for a flourishing business to be good in order that we may obtain a greater insight into the possible markets for these goods we now request that you kindly study the trends in your region and give us a brief resumé of your efforts and their results thanking you kindly in advance we remain sincerely yours

seite 14: dear sir we thank you for your letter asking for our new mail order fashion catalogue it is being despatched to you under seperate cover and we hope that you will find many items in it which interest you the prices for smaller and larger quantities are noted in a seperate list which at the same time can be used as an order form owing to the great number of orders we are receiving daily we have to execute them in strict rotation may we suggest therefore that you send us your instruction as soon as possible - dear sirs we acknowledge receipt of your order of april 6th and should like to thank you for your confidence in us and our products as one of the leading manufacturers of cosmetics we have always strived to develop and sell products of the highest quality we are certain that once a customer has tried one of the numerous skin-care lotions or cremes she will never switch to another brand again our motto is: we aren't satisfied until our customers are satisfied looking forward to doing business with you again in the near future we remain

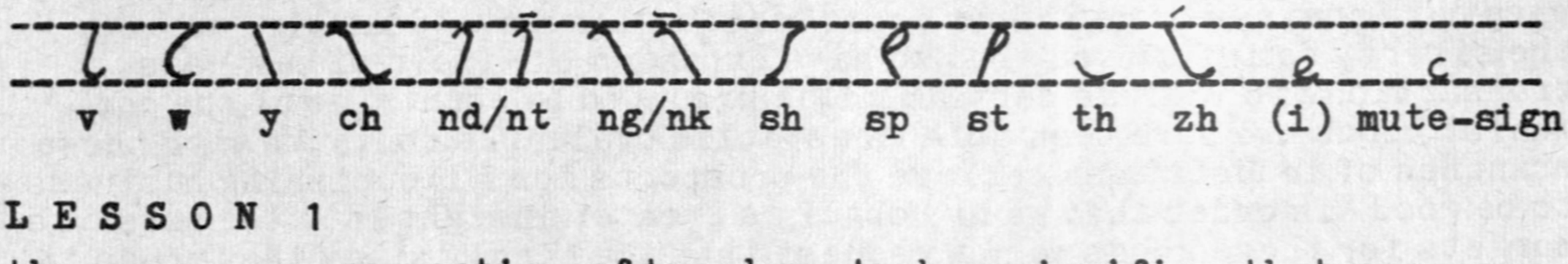
seite 15: dear sirs the midland restaurants propose to renew the cutlery in all their catering establishments they have selected your style yorkshire if the knife-blades can be made in stainless steel please submit your lowest quotation for an order of about 3000 complete sets delivery will be requested within 4 weeks of the placing of the order as the matter is urgent will you please let us have a reply by return whether you can supply on these terms yours faithfully - gentlemen: two weeks ago on feb 27th we sent you our order for 3 dozen bicycles size 26 colour blue to this date we have not yet received your acknowledgment of receipt of this order neither have the bicycles been delivered we should greatly appreciate hearing from you by return mail as we should like to know when our customers can expect to receive the merchandise as you know spring is just around the corner and many people are looking forward to taking trips on their new bicycles we are certain that you don't want to disappoint them any more than we do we are looking forward to your immediate reply

seite 16: dear sirs thank you for your letter of 14th march we have pleasure in sending you our catalogue of electric typewriters which gives you full information about the various models these can be supplied for every voltage one great advantage of these models is their simple installation which reduces the initial cost considerably on orders for 20 and more we would give you a special discount of 6% off the prices marked in the catalogue we hope to hear from you soon and remain yours faithfully - dear sir for the third time now we are requesting that you send one of your technicians to repair our printing machine as promised it certainly should not be difficult for you to imagine how urgently we need this machine since we are the only printing works in our town we need not mention the fact that due to the delay caused by your not sending a technician many orders can no longer be fulfilled within the given time limit should our customers take steps against us for not observing the set time limits

the signs and rules of stiefography



b ce d f ga h j/dge k l m n p r s/z t



v w y ch nd/nt ng/nk sh sp st th zh (i) mute-sign

LESSON 1

the narrow connection of two downstrokes signifies that one consonant is followed immediatly by another.

"e" (as in "bed","ahead","lesson") - both stressed and unstressed - is represented by the half-wide connection of two downstrokes, whose footpoints are located on the same level.

"ae" (as in "bad","hat") is represented in the same way, but with an additional dot placed beneath the connecting stroke.

"äi" (as in "date","day","they") like "e", but with an additional upstroke-dash placed beneath.

if a consonant is doubled, a horizontal dash is placed above the downstroke.

the dots and dashes placed beneath or above may be omitted if there is no danger of confusion.

LESSON 2

short "o" (as in "odd","got","on") is represented by the wide connection of two downstrokes whose footpoints are located on the same level.

long "o:" (as in "all","ought") is represented in the same way, but with an additional dot placed beneath the connecting stroke.

"ou" (as in "boat","go") like short "o", but with an additional upstroke-dash placed beneath.

if the vowel of a syllable is followed immediately by the vowel of the following syllable (as in "real","poem"), the downstroke of the mute-sign is written between them and is treated as a consonant.

if a words begins with a vowel, the connecting upstroke begins exactly at the base-line; if the vowel is located at the end of the word (as in "go","day","to","she") and not mute (!) as in "are" or "have", the connecting upstroke is written in the same manner as if preceding the mute-sign.

LESSON 3

short "i" (as in "it","little") is represented by the simple (=narrow or half-wide) connection of two downstrokes; the footpoint of the downstroke following "i" is located one-half step beneath the preceding footpoint.

long "i:" (as in "eat","need") like short "i", but with a dot placed beneath.

L E S S O N 4

"u" (as in "good","pool") is represented by the w i d e connection of two downstrokes; the footpoint of the downstroke following "u" is located o n e - h a l f s t e p b e n e a t h the preceding footpoint.

"yu" (as in "beauty","due") like "u", but with a d o t placed beneath the connecting stroke.

"au" (as in "how") like "u", but with an u p s t r o k e - d a s h placed beneath.

L E S S O N 5

the footpoints of "s","m","h","sh" are written l o o p e d if a subsequent connecting stroke is written in upward direktion; preceding a horizontal connecting stroke or at the end of a word they are written u n l o o p e d.

short "ă" (as in "but") is represented by the s i m p l e connection of two downstrokes; the footpoint of the downstroke following "ă" is located o n e - h a l f s t e p a b o v e the footpoint of the preceding downstroke.

long "a:" (as in "arm") like "ă", but with a d o t placed beneath.

"ai" (as in "my") like "ă", but with w i d e connection.

"aie" (as in "lion") like "ai", but with a d o t placed beneath.

L E S S O N 6

"œ:r" (as in "bird","learn") is represented by the s i m p l e connection of two downstrokes; the footpoint of the downstroke following "œ:r" is located o n e w h o l e s t e p a b o v e the footpoint of the preceding downstroke.

"oi" (as in "boil") like "œ:r", but with w i d e connection.

"oie" (as in "royal") like "oi", but with a d o t placed beneath.

the unstressed short vowel "(i)" which immediately follows a consonant and precedes another vowel (as in "serious") is represented by the downstroke sign "(i)" given above.

---

we shall be forced to make you liable for any damages which may occur we hope that such steps will not be necessary very truly yours

seite 17: dear mr. lander it is a great pleasure to listen to the wireless it is exciting enough to hear the commentary on a cup-final from wembley or the all-england tennis championship from wimbledon how much more thrilling is it to see it as it were from the front row television can give you this thrill and much more: good plays ballets state events motor races variety shows news-reels: there is no limit a television set will be the centre of your family life; no need to go out you can have the world's entertainment in your house a cinema in your sitting room you will soon save the the initial expense; anyhow you can pay in instalments if you wish there are sets for all purses from 59 lbs upwards there are models now which do not require a special aerial there are table sets consoles and portables choose the one you like and add a new interest to your life our representative will be pleased to call on you and explain the maintenance service which we give free for one year with every set please reserve a few minutes of your time for him you won't regret it